



Mountain-Valley

Emergency Medical Services Agency

The Mountain-Valley EMS Agency is seeking applications for the position of:

TRAUMA SYSTEM COORDINATOR

MOUNTAIN-VALLEY EMS AGENCY The Mountain-Valley EMS Agency is a regional EMS agency which serves the counties of Alpine, Amador, Calaveras, Mariposa, and Stanislaus. The purpose of the EMS Agency is to plan, coordinate, monitor, and evaluate the implementation of the emergency medical system.

POSITION The Trauma System Coordinator, in conjunction with the EMS Medical Director, is responsible for the overall planning, administration, coordination, maintenance, and evaluation of trauma services for MVEMSA and other trauma care system participant counties. Collaboratively, they develop and improve policies and procedures, facilitate system-wide quality improvement, ensure compliance with all regulatory standards and policies, and maintain overall trauma care system effectiveness.

Duties: Preparing/developing a variety of reports related to the provision of trauma care in the Region; Reviewing/analyzing/presenting detailed trauma reports; Interpreting patient care reports, medical records, and hospital reports to evaluate adherence to established policies and procedures and determine quality of patient care; Overseeing the collection and maintenance of a variety of data and medical information including the trauma registry; Serving as staff and prepare agendas, meeting notices, minutes, and follow-up on action items for pre-TAC and TAC committees; Facilitating the coordination of injury prevention activities; Participating in developing policies, procedures, and programs to improve patient outcomes; Acting as a liaison to other medical professionals, various committees, counties, and the State; Performing related duties similar to those defined above as required.

MINIMUM QUALIFICATIONS

Experience:

- Three to five (3-5) years senior management experience in emergency, intensive care or trauma-related field, or
- Two (2) years experience in an acute hospital trauma care system preferred.

Education:

- Bachelor's degree in Nursing or health services from an accredited college or university and/or equivalent education and experience. Masters degree preferred.
- Licensure as a Registered Nurse in the State of California
- ACLS, CEN, CCRN, & TNCC Provider Instructor preferred

Possession of: a valid California driver's license

KNOWLEDGE AND ABILITY **Knowledge of:** California statutes and regulations for EMS and trauma; Nursing principles, practices, and techniques. Medical terminology and equipment; Principles, practices, and techniques of safety and infection control; Group dynamics and meeting facilitation; Community medical and social agencies/resources; Adult training methodology; Data collection and data analysis;

Ability to: Organize, plan, and coordinate complex medical care systems; Demonstrate analytical expertise in order to extract information for medical care audits; Perform/teach advanced clinical skills specific to trauma and act as a resource to other members of the Region; Provide strong leadership and interpersonal communication skills; Demonstrate written and verbal presentation skills; Show proven complex problem-solving capabilities; Implement advanced quality improvement techniques.

SALARY/BENEFITS The Trauma System Coordinator is anticipated to be .85 FTE position. The \$63,200/annual salary and benefits will be prorated, based upon FTE percentage. The benefit package begins at: 15 working days vacation annually*, 15 paid holidays annually*, 12 working days of paid sick leave annually*; \$400/month toward medical/life/health insurance. The agency contributes to an employee's S.E.P. IRA account an amount equal to 15% of the employee's salary. Employees are vested in the agency retirement program after completion of one full year of service. Agency employees are exempt from Social Security withholdings.

(Salary and position contingent on state funding)

SELECTION AND PROCEDURE Resumes due: until position is filled. Resumes will be screened on the basis of education and experience related to the above-stated minimum standards and preferred qualifications. Qualified candidates will be interviewed and ranked by a selection panel consisting of EMS system participants. If required, a second interview will be scheduled for the top candidates.

Employment applications may be obtained by calling the EMS Agency at (209) 529-5085 or visiting the Agency website at:

www.mvems.com